



P/T LIBRARY ASSISTANT

DUTIES AND FEATURES OF THE CLASS:

The incumbent in this class is responsible for circulation of library materials, removing and shelving materials and performing related tasks. The work is routine in nature and is performed in accordance with well defined procedures. Work is performed under direct supervision until procedures are learned and thereafter with some degree of independence with occasional checks for adherence to prescribed standards. Personnel in this class may be required to work evenings, holidays and weekends as the library schedule requires.

ADA REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, reaching, walking, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

EXAMPLES OF WORK:

Removes materials from shelves; shelves materials; organizes shelves; labels and mends materials; runs errands; checks materials in and out; helps patrons find materials; takes reserves on materials; types; assists with exhibits and displays; uses an automated library system to provide circulation duties such as checking items in and out; enrolls new patrons; helps create artwork and visual materials; instructs patrons in use of public access computers, including electronic resources; assist with programs; record program statistics and money collected; performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of the purpose and functions of a public library; ability to learn routine library procedures readily; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with co-workers and with library patrons; basic computer skills.

QUALIFICATIONS:

Minimum HS diploma or GED, basic knowledge of computer skills; excellent oral and written communication skills.